

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: January 30, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: **INCREASE** IN MILEAGE REIMBURSEMENT RATE

Effective January 1, 2002, the rate used to reimburse state employees for use of their personally-owned vehicles on state business has been increased from \$0.345 per mile to \$0.365 per mile. This increase is in accordance with the provision of several union contracts.

This rate should also be used to reimburse volunteers who use their own vehicles on state business.

Please call me at 222-6731 with any questions concerning this subject matter.

/hh
CFO:02-29